

CITY COUNCIL AGENDA REQUEST FORM

Today's date: 11 / 14 / 18

Date of meeting 11 / 20 / 18

(City Council meetings are held the 1st and 3rd Wednesday of each month.)

Name of Citizen, Organization, Elected Official, or Department Head making request:

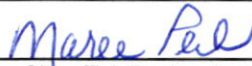
City Clerk Maree Peck

Address: 1123 Lake St., Sandpoint

Phone number and email address: 208-263-3310 mpeck@sandpointidaho.gov

Authorized by: Maree Peck

name of City official



City official's signature

(Department Heads, City Council members, and the Mayor are City officials.)

Subject: Public Hearing - new Special Event Fees

Summary of what is being requested: proposed fees were reviewed during City Council workshop held on October 17, 2018. The public hearing provide opportunity for comments - there is no action by

City Council during the public hearing.

The following information MUST be completed before submitting your request to the City Clerk:

1. Would there be any financial impact to the city? ☒ ☐
Yes or No

If yes, in what way? Fee revisions are proposed which will reduce or eliminate fees for some events, particularly small events

2. Name(s) of any individual(s) or group(s) that will be directly affected by this action:

Have they been contacted?
Yes or No

Annual City event organizers

Yes

3. Is there a need for a general public information or public involvement plan? **Yes or No**

If yes, please specify and suggest a method to accomplish the plan: ☒ ☐
public hearing held during November 20 Council meeting - notice published in the Bonner County Daily

Bee on November 6 and November 13

4. Is an enforcement plan needed? **Yes or No** ☐ ☒ Additional funds needed? **Yes or No** ☐ ☒

5. Have all the affected departments been informed about this agenda item? **Yes or No** ☒ ☐

This form must be submitted no later than 6 working days prior to the scheduled meeting. All pertinent paperwork to be distributed to City Council must be attached.

ITEMS WILL NOT BE AGENDIZED WITHOUT THIS FORM

**CITY OF SANDPOINT
AGENDA REPORT**

DATE: November 14, 2018

TO: MAYOR AND CITY COUNCIL

FROM: City Clerk Maree Peck

SUBJECT: Public Hearing – new Special Event Fees

DESCRIPTION/BACKGROUND:

As reviewed during the October 17, 2018 Council workshop, the current fee schedule for parade and public assembly permits covers several different scenarios such as how many participants, how many blocks are closed, duration of when streets are closed including a fee for alcohol service. The current parade and public assembly fees will be eliminated. The proposed fees will be inclusive for all special events, not only for parade and public assemblies. Existing fees for special events held in City parks will remain the same.

STAFF RECOMMENDATION:

Approve the proposed fee schedule as presented by resolution

ACTION:

No action to be made by City Council during the public hearing portion of the meeting. Council will consider adoption of the resolution as presented

WILL THERE BE ANY FINANCIAL IMPACT? Yes HAS THIS ITEM BEEN BUDGETED?

ATTACHMENTS:


Public Hearing Notice of New Special Event Fees

NOTICE

The Sandpoint City Council will hold a **public hearing** at its special meeting on **November 20, 2018**, to hear public testimony regarding establishing new fees and proposed fee increases of more than 5%. The meeting will begin at 5:30 p.m. in the Council chambers at City Hall, 1123 Lake Street, Sandpoint, Idaho.

Proposed new fees are as follows:

DESCRIPTION	CURRENT AMT	PROPOSED AMT
Special Event Permit		
Small Event – Less than 50 participants	NEW	NO FEE
Medium Event – 51 to 499 participants	NEW	\$100
Large Scale Event – 500 or more participants	NEW	\$300
OR Three (3) or more factors apply:	NEW	
<input type="checkbox"/> Includes a route that will close or alter traffic on a street arterial or connector (parade, race, bike ride)	NEW	
<input type="checkbox"/> Police officers or private security requires to protect public safety	NEW	
<input type="checkbox"/> Alcohol will be served or sold	NEW	
<input type="checkbox"/> Structural or electrical permits required	NEW	
City electrical usage	NEW	\$25.00
Street Sign Replacement Fees	NEW	
• Cones	NEW	\$50.00 each
• Candle sticks and base	NEW	\$50.00 each
• A-Frames	NEW	\$65.00 each
• Barricades (sign and stand)	NEW	\$300.00 each


Maree Peck, City Clerk

Any persons needing special accommodations to participate in this meeting should contact the City Clerk 48 hours prior to the meeting at 263-3310 or at City Hall, 1123 Lake Street, Sandpoint.

Publish: November 6 and November 13, 2018

NOTICE OF PUBLIC HEARING

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<input type="checkbox"/> Police officers or private security requires to protect public safety	NEW	
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/S/Maree Peck, City Clerk

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SNP LEGAL 6318

AD#242867

NOVEMBER 6, 13, 2018